

Name \_\_\_\_\_

Period \_\_\_\_\_

## **Purchase Orders and Invoices**

### **Ch 16 Sec 3 -- Business to Business Sales**

- Much of the \_\_\_\_\_ done in business-to-business sales is for purchase orders or invoices

#### **Purchase Order**

- To \_\_\_\_\_, most companies prepare a purchase order \_\_\_\_\_.
- It is a \_\_\_\_\_ between the buyer and the supplier.
- It lists the \_\_\_\_\_ of the products ordered.
- It lists the \_\_\_\_\_.

#### **Invoices**

- When \_\_\_\_\_ based on a PO, a vendor will include an invoice with the delivered merchandise.
- In addition to the merchandise total there are also places for \_\_\_\_\_  
\_\_\_\_\_ to be paid by the customer.

#### **Dating Terms**

- Dating terms \_\_\_\_\_ and the \_\_\_\_\_ permitted for paying early.
- \_\_\_\_\_ occurs when the dating terms are based on the invoice date.
- Ex: 2/10, net 30 --- specifies the \_\_\_\_\_ permitted \_\_\_\_\_ (2 percent), the \_\_\_\_\_ the buyer has to take advantage of the discount (10 days), and the number of days within which the invoice \_\_\_\_\_ (30 days).

#### **Shipping**

- In retail sales transactions, shipping charges are \_\_\_\_\_.
- \_\_\_\_\_ – offered by the U.S. Postal Service

- \_\_\_\_\_ (COD) – the postal carrier will collect the amount due from the customer and forward it to the company  
–There is an \_\_\_\_\_ for this
- \_\_\_\_\_ services include Federal Express, UPS (United Parcel Service), and DHL Express.

## **Delivery**

- \_\_\_\_\_ are part of the selling arrangement negotiated between the buyer and the seller.
- F.O.B. = \_\_\_\_\_ -
- F.O.B. \_\_\_\_\_ – The ownership remains with seller until goods reach their destination. \_\_\_\_\_
- F.O.B. shipping point – The \_\_\_\_\_ and is responsible for transit damages.
- F.O.B. \_\_\_\_\_ prepaid – The goods become the buyer's property, but the seller pays for shipping.
- F.O.B. destination charges \_\_\_\_\_ – The buyer pays but if goods are lost or damaged in transit, the buyer's \_\_\_\_\_.